

MATERIAL CERTIFICATE AUDIT – METHOD 2

(PROJECTS LET AFTER JANUARY, 2002)

- 1. Project Engineer will receive a MC Checklist upon receipt of the Zero Construction Voucher from Contracts Administration by Materials Audit.**
- 2. The Project Engineer will make copies and maintain and submit to Materials Audit a quarterly MC Checklist to monitor the progress of the project.**
- 3. The quarterly MC Checklists and attachments are audited as they are received.**
- 4. The materials audit is conducted upon receipt of the Final MC Checklist (with any attachments), and the Final Construction Report.**
- 5. The Project Engineer will still maintain copies of all lab test reports, inspection reports, approval letters, consultant/sponsor letters, and manufacturer's material certifications and test analysis in the project file (i.e., DOT forms 159, 553, 164, 549, 546, 627, etc. – all reports under columns "E" and "J" of the checklist). However, only documents requested in column "J" of the MC checklist should be submitted to Materials Audit.**
- 6. All reports should be verified to meet GDOT Specifications, Project Plans, QPL approval, Special Provisions, and the Sampling and Testing Manual.**
- 7. All pay items on the MC Checklist must have the hand initials of both the Engineer and the Auditor.**
- 8. Submit a detailed "Material Disposition – DOT-633," for all failing, missing, and non-inspected materials, except concrete.**
- 9. Submit Swiss hammer tests results for missing, destroyed, or failing concrete cylinders.**